



SUMMER CAMP POLICY

Policy Type:	Education Department	Initially Approved:	06/26/2019 BCM WFN 19/20-06-054
Policy Sponsor:	Education Department	Last Revised:	05/25/2026
Primary Contact:	Education Services Manager	Review Scheduled:	06/2026
Approver:	Chief and Council BCM WFN 26/27-05-40		

A. REVISION HISTORY

Date: (mm/dd/yyyy)	Motions
03/24/2020	BCM WFN 19/20-03-190
06/28/2022	BCM WFN 22/23-06-142
05/08/2023	BCM WFN 23/24-05-43
07/25/2023	BCM WFN 23/24-07-128
05/28/2024	BCM WFN 24/25-05-49
05/27/2025	BCM WFN 25/26-05-54
05/25/2026	BCM WFN 26/26-05-40

1. Purpose and Scope

The purpose of this policy is to establish a clear and consistent framework for the delivery of the Wahnapiatae First Nation (WFN) Summer Camp Program. This policy ensures the program is delivered in a safe, structured, and culturally relevant manner while clearly defining expectations for participants, parents/guardians, and staff.

2. Program Overview

The Summer Camp Program is a structured, community-based initiative designed to support the social, cultural, recreational, and developmental needs of WFN children. The program provides supervised, age-appropriate activities in a safe and supportive environment.

2.1. Eligibility Criteria

Eligibility for Summer Camp is determined based on the following priority order:

1. Children residing on-reserve who are WFN members or the children/grandchildren of WFN members.
2. Children residing off-reserve who are WFN members or children/grandchildren of WFN members.
3. Children temporarily residing with guardians who are permanent WFN residents.
4. Children whose parents are permanent residents of WFN.
5. Children whose parents are employees of WFN.

All participants must be registered to attend the program.

2.2. Registration and Capacity

Participation is limited based on program capacity.

Where applications exceed available capacity:

- Participants may be placed on a waiting list.
- Placement into the program is not guaranteed.

All required documentation must be completed prior to participation.

2.3. Participation Expectations

Participants are expected to:

- Attend regularly and engage in programming.
- Maintain a minimum attendance standard as defined by the Education Department.
- Follow all program rules and expectations.

The Education Department reserves the right to modify or cancel programming where required.

2.4. Funding and Program Limits

Program capacity and structure are determined based on available funding, staffing, and safety requirements.

- Maximum participant capacity is established by the Education Department.
- Minimum staffing levels must be maintained at all times.
- Supervision ratio shall not exceed 1 staff to 10 participants.

Youth Volunteers:

- Are not counted toward supervision ratios.
- Participate in a support capacity only.

The Education Department reserves the right to adjust program limits as required.

3. Services Provided

The Summer Camp Program provides structured programming which may include:

- Cultural teachings and land-based activities.
- Recreational and physical activities.
- Educational enrichment opportunities.
- Community engagement and outings.

Programming is designed to support overall wellbeing and development.

4. Parent/Guardian Responsibilities

Parents/guardians are responsible for supporting the safe and effective participation of their child in the program.

Failure to meet these responsibilities may result in restricted participation or removal from the program.

4.1. Communication

Parents/guardians must:

- Maintain accurate and current contact information.
- Be reasonably available during program hours.
- Communicate relevant information or concerns to the Education Department.

4.2. Attendance and Supervision

Parents/guardians are responsible for:

- Ensuring timely drop-off and pick-up.
- Ensuring participants are adequately supervised outside program hours.
- Ensuring participants do not attend while ill.

4.3. Consent and Authorization

Parents/guardians must:

- Provide all required consents and authorizations.
- Ensure all required forms are completed prior to participation.

4.4. Conduct and Behaviour

Parents/guardians must:

- Support adherence to program rules and expectations.
- Conduct themselves in a respectful and appropriate manner.

4.4.1. Respectful Conduct Toward Staff

Abusive behaviour toward staff is strictly prohibited. This includes, but is not limited to:

- Verbal abuse, threats, or intimidation.
- Harassment in person, by phone, or electronically.
- Discriminatory or derogatory language.
- Repeated disruptive or aggressive conduct.

Failure to comply may result in:

- Restricted engagement with the program.
- Removal from participation.
- Escalation to Education Department leadership.
- Further action in accordance with WFN policies.

4.5. Health and Safety

Parents/guardians must ensure that:

- Participants are fit to attend programming.
- Relevant health or safety information is disclosed to the Education Department.

This Section Left Intentionally Blank

5. Education Department Responsibilities

5.1. Program Oversight

The Education Department is responsible for the administration, oversight, and delivery of the Summer Camp Program.

5.2. Safety and Environment

The Education Department shall:

- Maintain safe and appropriate programming environments.
- Ensure programming aligns with established safety expectations.

5.3. Communication

The Education Department shall:

- Provide information related to programming.
- Receive and address concerns as appropriate.

5.4. Incident Management

Incidents occurring within the program shall be addressed in accordance with Education Department policies and procedures.

This Section Left Intentionally Blank

6. Staff and Youth Volunteer Responsibilities

6.1. Professional Conduct

Staff and youth volunteers are expected to:

- Maintain a safe, respectful, and supportive environment.
- Adhere to all applicable Education Department policies.

6.2. Supervision

Staff are responsible for maintaining appropriate supervision of participants in accordance with established ratios and program expectations.

6.3. Youth Volunteers

Youth Volunteers:

- Participate in a support role only.
- Remain under staff supervision at all times.
- Must adhere to all program expectations.

6.4. Safety and Reporting

Staff and youth volunteers must:

- Respond appropriately to safety concerns.
- Report concerns in accordance with applicable policies and procedures.

6.5. Privacy

Staff and youth volunteers must:

- Protect participant privacy.
- Ensure information is handled appropriately.

7. Policy Implementation

The Education Department is responsible for implementing and maintaining this policy.

Operational processes supporting this policy are outlined in applicable Education Department procedures.

8. Grievances and Appeals

8.1. Grievances

In the event a parent/guardian or participant believes they have been unfairly treated or that the Summer Camp Policy has not been properly followed, a grievance may be submitted.

To initiate a grievance:

- A written and signed grievance must be submitted to the Education Department.
- The submission must include all relevant details, including dates, times, individuals involved, and a description of the concern.

Upon receipt of a grievance:

- The Education Department will review the submission.
- A written response will be provided within a reasonable timeframe, outlining either:
 - A resolution to the grievance, or
 - An explanation if the grievance is not substantiated.

If the individual is not satisfied with the outcome, the grievance may proceed to the appeal stage.

8.2. Appeals

An appeal may be submitted where a grievance has not been resolved to the satisfaction of the applicant.

To initiate an appeal:

- The individual must resubmit the original grievance along with the response received.
- A written explanation outlining the reasons for the appeal must be included.

Upon receipt of an appeal:

- The Education Department will review all submitted information.
- A decision will be made and communicated in writing.

Where appropriate, the matter may first be escalated to the Executive Director for review. If further consideration is required, the matter may then be brought forward to Chief and Council. Decisions of Chief and Council are considered final and binding.

9. Review and Amendment

This policy will be reviewed as required to ensure alignment with operational, safety, and governance requirements.

Amendments require appropriate approval in accordance with WFN governance processes.

10. Information Collection and Records Management

The Education Department may collect, use, store, and maintain personal and program-related information necessary for the administration, delivery, safety, and evaluation of the Summer Camp Program.

This may include, but is not limited to:

- Registration and contact information.
- Attendance and participation records.
- Medical or emergency information.
- Incident or behavioural documentation.
- Consent and authorization forms.

The collection, use, disclosure, storage, retention, archival preservation, anonymization, and destruction of records shall be governed by:

- The Education Data Collection Policy.
 - o 501-POL-DATA-Education_Data_Collection.
- The Education Document Retention Policy.
 - o 500-POL-DATA-Education_Document_Retention.

All information shall be handled in accordance with applicable Education Department policies, procedures, privacy expectations, and operational requirements.